



## Adding contacts

Address Book stores address, telephone, email, and other information about your friends, family, and professional contacts on address cards. You can also add a company, such as the phone or gas company, to your address book.

### To add a card for a new contact:

1. Choose File > New Card or click the Add (+) button at the bottom of the Name column, or if you're viewing cards only, in the lower-left corner of the window.

A new card is created with empty fields for the contact's information.

2. Add contact information, pressing Tab to move from field to field.
  - If a field doesn't apply, leave it blank; it won't be displayed in the completed card.
  - If the contact is a company, select the Company checkbox. The icon for a company is a building.
  - To enter a two-line street address, press Return and add address lines. (You can add additional lines only to the street field.)
  - To add a field, click the Add (+) button next to a field on the card, or choose Card > Add Field and then choose a field from the menu.

The Add button for a field appears on the card only after you've entered a value in the existing field. For example, if "friend" is on the card, after you enter the name of your first friend, the button appears so you can add another friend. Some fields, such as birthday, can have only one entry; the Add button doesn't appear for those fields.

3. When you're done adding information, choose File > Save, or click the Edit button, to save the card.

When you add a contact to an Exchange account, you can include only three email addresses, labeled as Email 1, Email 2, and Email 3. Exchange 2007 applies similar restrictions on the following types of contact information: phone numbers, contact names, instant messaging

addresses, and street addresses.

If you receive an electronic business card (also called a vCard) in an email message, double-click the vCard to open Address Book and automatically add the card. If the contact already exists in your address book, you're asked to merge the new information with the existing card.

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## **Related Topics**

[importing](#)



## Creating groups or folders

Use groups and folders to organize your contacts by categories, such as family or friends, or to easily send email messages to several people at once. You can create a group for a local or CardDAV account, or a folder for a CardDAV or Exchange account.

Contacts in an Exchange account can belong to only one folder at a time. When you first create a folder for an Exchange account, Address Book automatically creates a Contacts folder for the account and adds to it any contact that doesn't belong to a group.

### To create a group or folder:

1. In the Group column, select a local, CardDAV, or Exchange account.

If the Group column isn't displayed, choose View > "Card and Columns," or click the Column button in the upper-left corner of the Address Book window.

2. Create the group or folder:

- For a local or CardDAV account, choose File > New Group. To create a group from selected contacts, select multiple contacts, choose File > New Group From Selection, and then enter a name for the new group.
- For an Exchange account, choose File > New Folder.
- For all three account types, you can click the Add (+) button at the bottom of the Group column and then enter a name for the new group or folder.

### To add a contact to a group or folder:

1. Click All Contacts in the Group column.
2. Select one or more contacts in the Name column and drag them to the group or folder.
  - Contacts for local or CardDAV accounts can exist in multiple groups at the same time. When you drag contacts to groups within the same account, the contact is copied to the new location; the contact exists in both the

original and the new location.

- Contacts for an Exchange account can belong to only one folder at a time. If you drag an Exchange contact from one folder to another, the contact moves from the original to the new location.
- You can create subgroups or subfolders by dragging a group or folder to another group or folder.
- To see the groups and folders a contact belongs to, select the contact and press the Option key. Address Book highlights the groups and folders containing the contact.

If group members have multiple email addresses, you can choose which address you want to use when sending mail to the group or folder.

#### [Selecting addresses for group members](#)

You can create a Smart Group that automatically adds or deletes names to a group according to search rules that you define.

#### [Creating Smart Groups](#)

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### **Related Topics**

#### [Deleting contacts or groups](#)



## Searching for contacts

You can search your address book or your computer for a contact or contact information.

### To search your address book:

1. Type the text you want to find in the search field.

As you type, Address Book begins to search all the information on the cards, including notes, and displays matching contacts, with the matching text highlighted in each card.

- If you're viewing groups and cards, Address Book displays the matching contacts in the Name column.
- If you're viewing cards only, press Command-] to view the next card, or Command-[ to view the previous card.

2. To display all your contacts again, remove the text from the search field.

### To search your computer:

1. Select the contact you want to find information about.
2. Control-click the contact and choose Spotlight from the shortcut menu, or choose Edit > Spotlight.

The results are displayed in a Spotlight search window.

For more information about using Spotlight, go to the Finder and choose Help > Mac Help. Enter "spotlight" in the search field and press Return.

### Related Topics

[If contacts aren't listed in a directory](#)

[Sorting contacts](#)